



# DEPUTY AUDITOR - RECORDING JOB DESCRIPTION

Job Title: Deputy Auditor - Recording

Job Code: AU161

Pay Grade: 15

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: December 2008

## NATURE OF WORK

Under close supervision, performs a variety of clerical and technical recording functions for the Lewis County Auditor's Office; assists customers with recording and document imaging functions; collects fees and payments for services, and records the transactions.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers and directs incoming calls; responds to inquiries on County processes and procedures.
- Provides customer service to the public and other governmental agencies in person and by telephone.
- Assists customers with recording of legal and technical documents and maps, according to County policies and procedures.
- Performs document imaging functions; creates and processes technical and legal documents; examines, indexes, scans, and records technical and legal documents in specialized recording system software.
- Examines recorded documents and computer records and confirms accuracy and readability of images.
- Collects and documents fees for County recording transactions.
- Balances and maintains assigned cash drawer; prepares bank deposits and transmittals to the County Treasurer's Office.
- Performs a variety of routine clerical duties including data entry; sorts and processes departmental mail.
- Provides assistance in maintaining, cleaning, and troubleshooting office equipment.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and at the public counter; subject to sitting and standing for extended periods of time, bending, reaching, and lifting of objects up to 25 pounds.

## EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; AND one (1) year general office or customer service experience.

Department of Licensing Certification and a Notary Public License are required within six months of hire.

## KNOWLEDGE AND SKILLS:

### Knowledge of:

- County policies and procedures.
- Customer service standards and protocol.

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- General office practices and equipment.
- Standard computer software applications.

**Skills in:**

- Performing a variety of recording and clerical functions.
- Responding to inquiries and providing customer service to the public.
- Processing technical documents and maintaining accurate records.
- Establishing and maintaining effective working relationships with other staff, and the general public.
- Communicating effectively verbally and in writing.